



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Environmental Investigator IV
3	Posting Number	PN# 102408
4	Department	Health & Human Services Department
5	Division	Environmental Health
6	Section	Bureau of Air Quality Control, Technical Services
7	Reporting Location	7411 Park Place
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES**

Supervises the daily fieldwork activities; performs advanced technical investigative work relative to the detection, analysis and elimination or control of environmental pollutants and contaminants.

CORE FUNCTIONS

- Supervises an air monitoring team; schedules and reviews work; and evaluates employees. Oversees and performs routine chemical and microbiological sampling and analysis.
- Monitors chemical and microbiological aspects. Coordinates special district inspections.
- Delegates and conducts routine surveillance. Troubleshoots and makes minor repairs to instruments.
- Participates in basic applied research projects. Coordinates and oversees the collections of air samples. Prepares investigation, observation and other reports.
- Coordinates budget development and implementation, purchase orders and equipment inventory. Advises and consults with the public, professional groups, industrial representatives and other regarding environmental criteria, regulations and City abatement programs.

10 **WORKING CONDITIONS**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Chemistry, Biology, Environmental Health Engineering or a closely related degree.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three years of pollution/environmental control experience are required.

13 **MINIMUM LICENSE REQUIREMENTS**

Must have a Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

- Preference will be given to individuals with knowledge of TCEQ enforcement and compliance procedure.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

17 **SALARY INFORMATION**

GRANT FUNDED POSITION

This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 23
\$1,572 - \$1,802 Biweekly \$40,882 - \$46,852 Annually

18 **OPENING DATE**

January 12, 2005

19 **CLOSING DATE**

OPEN UNTIL FILLED

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

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